STANDARD TABLE SETUP
AND CONFIGURATION PROCESSES

Automatic Judge Assignment
On the General tab of the Security window, click to display a check in the "Automatic" box next to Judge assignment to give the user automatic, random judge assignment capabilities when entering new cases.

Automatic Judge Assignment Continued
You are entering a new case or citation, and your security settings are for "Judge Assignment: Automatic".
1) The automatic process skips inactive judges.
2) The process skips any judges whose Location doesn't match that of the case (or is not defined as "Any").
3) Of the remaining judges, the process checks each for a number entered for "Cases to Assign", for the case's type and subtype. If the judge does have cases to be assigned, and the judge has any number of "Cases Left to be Assigned", then the process puts the judge into the "hat" of possible judges to be assigned.
4) If there are no judges in the "hat", but there are potential judges who could be assigned to the case, who are not in the "hat" because their "Cases Left to be Assigned" was zero in step 4, then, for each potential judge, the program adds the "Cases to Assign" to the "Cases Left to be Assigned" (for the case's type and subtype) and puts all of these judges in the "hat".
5) If no judges are in the "hat" at this point, then all available local judges have already been assigned to the case. In this situation, the entire process is started over, but this time the process considers only judges who are not local.
6) If no judges are available, either local or not local, the program informs the clerk that an automatic assignment can't be made. Otherwise, the process picks a judge from the hat to be assigned to the case.

Judge Count Maintenance

Judge	Type	Subtype	Cases To Assign	Cases Left To Be Assigned
Deschamps, Robert L III	DV	PM	10	
Deschamps, Robert L III	DV	PR	10	8
Deschamps, Robert L III	DV	PS		
Deschamps, Robert L III	DV	QT	10	8
Deschamps, Robert L III	DV	RL	10	1
Deschamps, Robert L III	DV	RP	10	9
Deschamps, Robert L III	DV	SJ	10	
Deschamps, Robert L III	DV	SO	10	9
Deschamps, Robert L III	DV	SU	10	
Deschamps, Robert L III	DV	TC	10	
Deschamps, Robert L III	DV	TJ	10	8
Deschamps, Robert L III	DV	TO	10	
Deschamps, Robert L III	DV	TX	10	
Deschamps, Robert L III	DV	UD	10	9
Deschamps, Robert L III	DV	UL		
Deschamps, Robert L III	DV	UT	10	
Deschamps, Robert L III	DV	WC	10	
Deschamps, Robert L III	DV	WD		

Sort by Case Type

Save   Close   Help

Auto Assignment of Sequential Numbers

Enable Automatic Case Numbering in the General tab of the Security window. Select this option on the General tab of the Security window to give the user Automatic Case Number Assignment capabilities. Whenever she/he enters a new case, FullCourt will automatically assign a case number according to the numbering format you establish in Case Number Maintenance. All users should have this capability.

Case Status – Comply with Uniform Case Filing Standards

On the Case Status Setup window, indicate the Process type of each status. The "process type" tells the program how to process a case with the status you have described.

The process types are:

- ➤ **Open** -- "Open" is the case status "processing type" that describes a case that is active and not yet disposed. There may be a court appearance scheduled, an open bond, or other events pending on the case. The defendant's guilt or innocence has yet to be determined.
- ➤ **Disposed** -- The case status "Process type" of Disposed indicates that the case has a disposition/finding, but the defendant may still owe money to the court, probation or sentencing option may be pending, or a performance bond may be outstanding. The case must have a disposition in order to change the case status to one that means "disposed".
- ➤ **Closed**   -- The case status "Process Type" of Closed indicates that the case is completely closed. FullCourt will not allow you to close a case if certain conditions have not been met. The court can define these conditions by changing the selections in the Case Close Check Setup window.
- ➤ **Reopened** -- Inactive Reopen Case -- You may reopen a case for a variety of reasons, from probation violations to the correction of a data entry error. FullCourt will automatically reopen a closed or inactive case when you schedule a hearing for the case. If a case has been closed, and the receipt for the final payment on a case is voided, the case status will automatically change to the status you have associated in the Case Status Setup window with the "Process Type" Reopened.
- ➤ **Other**

Select the type that best matches the description you have entered. For example, if your court calls a case "Pending" when it is first entered into the system, you would type "Pending" as the description, then click on the radio button labeled "Open".

Note: For the process types "Open", "Disposed", and "Closed", you are required to define one case status, and only one. For example, if you enter a case status of "Pending", and select the process type of "Open" for that case status, you may not define any other status that means "Open".
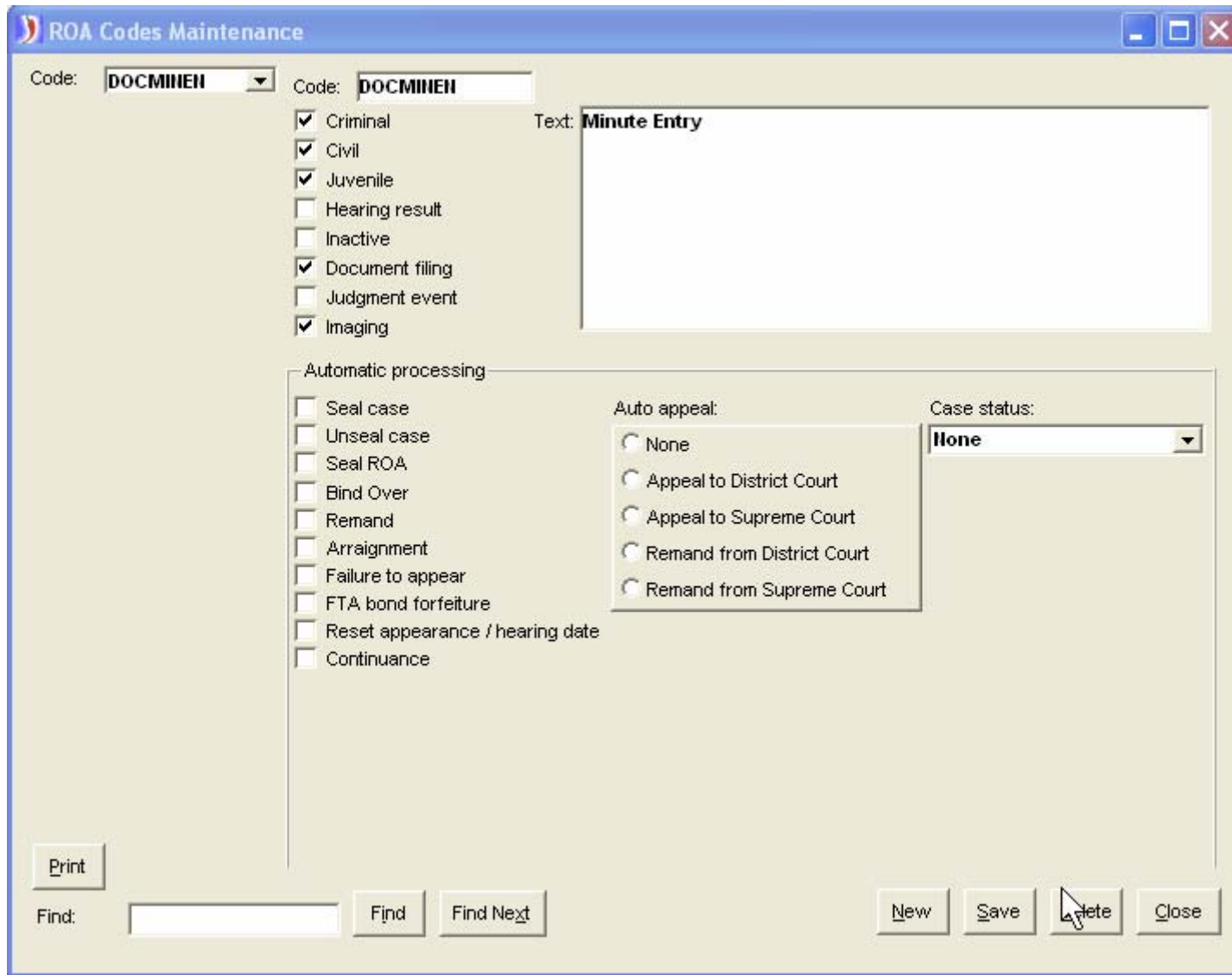
Case Status Continued

Register of Action Codes
The Register of Actions (ROA) is a log of the main events in a case. You may make an ROA entry on an open or closed case at any time by clicking on the ROA button at the right of the Defendant tab on the case window.

Use the ROA Codes Maintenance window to set up common ROA entries to help you achieve uniformity within the court records. Using ROA codes will also save you time and effort, as less typing is required.

ROA Event Processes

In order to enter events into a case's ROA, the clerk often goes to the ROA window for the case and makes the needed entries. However, FullCourt knows when many of these "standard" events take place. If you tell the program which ROA code(s) are associated with which events, it can enter them into the ROA automatically. Use the ROA Events Maintenance window to make these connections.